

CHECKLIST

BEFORE YOUR TEAM LEAVES HOME

- Have each team member fill out a medical release form and have it signed by his or her parent/guardian.
- Ship props between May 1st and May 18th. Don't forget to attach the shipping label. Include only items for one problem and division in each package.
- Leave a list of all team members and chaperone's names and any cell phone numbers with family members.
- Pack clothes for recreational activities.
- Leave the emergency number with family members. In the event of an emergency at home, family members should call the MSU Operator at (517) 355-1855. Make sure that they identify themselves as someone looking for an Odyssey Competition Member.
- Check on your props – go to <http://usd.msu.edu/common/tracking.html> and enter the tracking numbers into the “U-Track It!” field and submit.
- Remind your team to pack their bathing suits, beach towel, and tennis shoes! Bring extra pillows if needed (you'll receive only one in residence housing) and universal plug-ins if coming from outside the U.S.

ONCE YOU ARRIVE

- Check in at the International Center.
- Turn in your team's medical release, media release, and team contract at registration.
- Track your props by using the carrier's website (UPS, FedEx, etc.) to see if your shipment has been delivered to Michigan State University. MSU Logistics will deliver to the prop storage site once it has been received to campus.
- Locate assigned residence hall and dining center.
- Check-In at the assigned residence hall to receive your conference cards, wristbands and room keys.
- After your arrival, have your team members give family members at home their residence hall room number and building name.
- Use the free shuttle to get around campus.

Have fun at the World's Pioneer Land-Grant University!